**Please read and complete the whole form before submitting. A two-page expansion of the project summary may be attached. Privacy Notice:** The University will use the information on this form to process your application, for more information on how the University uses your data please read our full privacy notice [**www.gla.ac.uk/connect/supportus/chancellorsfund/privacy**](http://www.gla.ac.uk/connect/supportus/chancellorsfund/privacy)**.**

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| **Applicant’s Name** | *Name all those taking part in the project, starting with the main contact.* | | | | |
| **School/ Institute/ Service** | *The full name of your school/institute/service must be added.* | | | | |
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| **Has your project received previous funding from the Chancellor’s Fund - YES / NO. If Yes, please indicate:** | | | | | |
| **Date of the Awards** | *Make sure all the dates are included.* | **Amount of Funding Provided** | | **£** *Complete this section, the board needs to see where funding has been awarded previously. This can be collected from your school/institute/service or from contacting the Development and Alumni Office (D&A) directly.* | |
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| **Title of Project** | *The project title is very important; it will be one of the first things the board members will read and remember. It should be a short, powerful title summing up your project.* | | | | |
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| **Purpose of Project** (maximum 100 words) | *This section is only a summary of your project with a maximum of 100 words. It should explain what the purpose of the project is and outline the key points, try make it something to pull the reader in.* | | | | |
| **Who will benefit from this project?** | *This is a very important part of the application form and should be completed in as much detail as possible. The project should have a benefit on students and/or staff. It should have the number of students and/or staff that will benefit and in what way, if this is not known then an explanation on how many is thought it will impact should be added.*  *It should also detail the impact it will have on the University. This can be the impact the project has on the University’s reputation or if the project will make sure that the University keeps in competition with what other Universities are doing and competing in.*  *The section helps the board members decide on whether the project should be funded and by how much as every project should have a wider impact on the University and possibly the community.*  *If you feel your project has an impact on other groups of people, then please state these as well with an explanation.* | | | | |
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| **Total Cost of Project** | **£** *This section should have the total cost of the project.* | | **Amount Applied for from the Chancellor’s Fund** | | **£** *This should state how much the project is asking for from the Chancellor’s Fund.* |
| **Funds secured to date**  Please outline where funds have come from and if you have received any gifts in kind. | | | **£** *Make sure that you note any money or gifts in kind that has already been secured for the project. This goes a long way to strengthen your application when the board members are making their decision.* | |  |
| **Outstanding Costs** Please outline how you plan to cover any remaining project costs, should there be any. If this application only provides partial support, explain what steps you would take to use the funds secured to still complete the project. | | | *Be sure to clearly explain how you will manage any remaining costs if this application doesn’t cover the full amount. Demonstrating a realistic and well-thought-out plan to complete the project, even with partial funding, will help strengthen your application during the decision-making process.* | |  |
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| **Breakdown of Costs** (attach detailed budget if appropriate) | *It should have the full cost of the project and the breakdown cost of each item.*  *Something to consider is that the Chancellor’s Fund cannot always award funding for travel, accommodation, venue or catering costs. For more information, please make sure to read the Chancellor’s Fund guidelines found on our webpages. If your project includes these costs the board may award funding on the condition that the monies are only spent on certain things. Due to limited funding the Chancellor’s Fund does not normally award more than £7,000 per project however this is reviewed on a project-by-project basis.*  *Always check the financial information adds up to the correct totals, if you have funding outstanding it is useful to say where you anticipate getting this from. It is difficult to award funding to a project if the financial information does not make sense.*  *If you are successful and applying through a school then you will need to provide the DAO finance department with the name and staff number of the main applicant, as well as a cost centre number (this comes from the college’s finance team). This information is used to set up the individual as a budget holder for the project and will allow the funds to be distributed.*  *If you are applying through a service, club or society, then you will need to provide the bank account name, sort code, account number and address (the address is so the remittance advice can be sent) to the DAO finance department to have the funds paid. This can not be a personal bank account.* | | | | |
| **Commercial Benefits** (Is the project expected to have commercial benefits?) | *Commercial benefits can mean either financial benefits or marketing benefits for the University. This section only needs to be filled in if it applies to your project but note that it will not apply for every project so can be left blank.* | | | | |
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| **Project summary** (include any relevant background information and expand on separate sheet if necessary) | *This section is crucial to your application, it is the first opportunity to tell the board members about what your project has already achieved, hopes to achieve and go into further information about your project.*  *This section should give a general view, including the idea behind the project, the goals/objectives it wants to achieve, the background of the project and the overall outcome. It should highlight the key points and will hopefully give the board members a clear picture of the project and answer any questions they might have.*  *Additional papers can be submitted if needed.* | | | | |

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| **ENDORSEMENTS**  **All applications must be signed off by a Head of School/Institute/Service before being submitted. Your application must go to a College for signing, each College will then submit the top 4 applications to the Board however if you are submitting as a service then applications must be submitted to the Development Office.** | | | | | | | |
| **Section A – Applicant Details** | | | | | | | |
| **Name** |  | **Post Held** | | | | |  |
| **Phone** |  | **Email** | | |  | | |
| **Signed** |  | **Date** | | |  | | |
| **Section B – Endorsement by Head of School/ Institute/ Service** | | | | | | | |
| **Name** |  | **Post Held** | | | | |  |
| **Phone** |  | **Email** | |  | | | |
| **Statement:** I confirm that this project supports the School/ College/ Institute/ Service’s strategic objectives. I understand that if more than one application is received from a School/ Institute/ Service, I will be asked to prioritise the applications. | | | | | | | |
| **Signed** |  | | **Date** | | |  | |
| **Section C – To be completed by Head of College** | | | | | | | |
| **Name** |  | **College** | | | |  | |
| **Phone** |  | **Email** | |  | | | |
| **Statement:** I confirm that this project supports the School/ College/ Institute/ Service’s strategic objectives. If necessary, I am available to discuss this application | | | | | | | |
| **Signed** |  | | **Date** | | |  | |
| **If you are applying as part of the university service, please ensure you sign and return your form to:** [**alumni@glasgow.ac.uk**](mailto:alumni@glasgow.ac.uk)**.** | | | | | | | |
| **If your application is successful and you receive funding from the Chancellor’s Fund, it is your responsibility to make sure that any funding not spent within the 2 years is returned. This makes sure that the fund can continue and support other great projects in the future.** | | | | | | | |